

## **HEAT Program Intake Worker**

**– Beaver County Office –**

### **Seasonal Position**

#### **JOB DESCRIPTION:**

Interview clients to determine program eligibility, answer phones, greet clients, schedule appointments using computer program, prepare correspondence, file. Must be a self-starter, work with a team support system, and work quickly and accurately in a busy environment.

#### **QUALIFICATIONS:**

Must be a high school graduate; have two year's experience working in an office setting, have great phone, computer, and people skills, and be proficient in Microsoft Word and Excel.

#### **WORKSITE ADDRESS:**

Position will be located at 875 North Main, Beaver, Utah.

#### **WAGE:**

\$11.64 per hour with no benefits

#### **WORK SCHEDULE:**

Monday – Thursday (9 am to 5 pm). The position is part-time and Seasonal (October 19, 2015 thru April 30, 2016); program may end earlier if funds become exhausted).

#### **INSTRUCTIONS:**

Interested applicants should send application (found on website at [www.fivecounty.utah.gov](http://www.fivecounty.utah.gov)) to:

Jo Seegmiller / H.R. Director  
Five County Association of Governments  
P.O. Box 1550  
St. George, UT 84771-1550  
or send via email to [jseegmiller@fivecounty.utah.gov](mailto:jseegmiller@fivecounty.utah.gov)

Applications are due by 5:00 p.m. on Wednesday, September 16, 2015.

***The Five County Association of Governments is an Equal Opportunity Employer***